

STATINTL

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This Notice Expires 15 January 1955

STATINTL

NOTICE

PERSONNEL
December 1954

PAY ADMINISTRATION

PAY DAYS DURING THE CALENDAR YEAR 1954

1. Employees who are paid from vouchered funds are (a) reminded that pay checks for the pay period 6 through 19 December 1953 were dated 1 January 1954, and (b) informed that pay checks for the pay period 5 through 18 December 1954 will be dated and made available to payment clerks, through customary Agency procedures, on 31 December 1954. Accordingly, there will have been issued for most employees 27 pay checks covering 27 biweekly pay periods, during the calendar year 1954. This is in contrast to 26 pay checks usually issued for the 26 biweekly pay periods during a taxable calendar year. Therefore, the Form W-2, Withholding Statement-1954, issued for many individuals, conceivably will show amounts of salaries paid in 1954 which will exceed their per annum salaries.

2. According to current planning, Forms W-2, Withholding Statement-1954, will be ready for distribution 7 January 1955 or early the following week.

3. The CIA Federal Credit Union will not be open on 31 December 1954.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: ALL EMPLOYEES

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